



REQUEST FOR EVENT PLANNING INFORMATION

Please return to:

County of Loudoun
Department of Emergency Management
16600 Courage Court
Leesburg, VA 20175
703-779-0012 (Fax)

I. CONTACT INFORMATION:

Name _____ Home # _____ Work # _____
Address _____ City _____ State _____ Zip _____
E-mail Address: _____ Sponsored By: _____
For Profit: _____ Non-Profit: _____

II. EVENT INFORMATION:

Event Name _____
Date & Times of Event: _____ Rain Date (if applicable): _____
Location of Event: (Address & Tax-map #) _____
Type of Event: (Example: circus, parade, fair) _____
Describe: _____

Anticipated Attendance: Total _____ Per Day _____
Anticipated Participants: Total _____ Per Day _____

III. SUPPLEMENTAL INFORMATION

In order for us to determine the impact of your event on the surrounding community and the County infrastructure please answer the following questions:

Yes	No	N/A	
			Are you a professional/experienced event planner?
			Is this event in cooperation with an organization? (ie: Town, Parks and Recreation, Mall)
			List Organization: _____
			Will Food be served? _____
			Will Tents be erected? (If yes, what size? _____
			Will water be provided? Source: Public/Well/Truck/Other _____
			Will any streets need to be closed? If yes, identify: _____
			Will vehicular traffic be entering or exiting onto public road/roadways? _____
			Will traffic be blocked or rerouted? f yes, identify: _____
			Will there be any use of fireworks, lasers, black powder or other pyrotechnics? _____
			Will there be alcoholic beverages? _____
			Will there be onsite camping? _____
			Are animals involved in any aspect of your event? _____

Contact the Special Events Coordinator at 703-737-8919 if you have any questions about this form.